



## OUT-OF-STATE TRAINED TEACHERS APPLICATION CHECK LIST

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### Minimum Requirements for the 5-Year Preliminary Teaching Credential:

- ☐ 1. Completed application ([form 41-4](#)) and [full processing fee](#)
  - ☐ 2. A Request for Livescan Service receipt form ([form 41-LS](#)) (for individuals applying with California addresses) OR two fingerprint cards (FD-258) and the \$56.00 fingerprint card processing fee (for individuals applying with out-of-state addresses. Contact our office via e-mail at [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov) to order fingerprint cards.)
  - ☐ 3. Official transcripts verifying the completion of a bachelor's or higher degree from a regionally accredited college or university
  - ☐ 4. Official transcripts verifying the completion of a comparable teacher preparation program, including student teaching, from a regionally-accredited college or university
  - ☐ 5. A photocopy of a full professional certificate authorizing public school service from the state in which the academic preparation program was completed. In lieu of this, we will accept a letter from either the education department of the university where the program was completed or the state certification agency, verifying eligibility for certification in that state.
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### Additional Requirements for a Credential Issued on the Basis of Out-of-State Teaching Experience:

- ☐ 6. For the Single Subject Teaching Credential only – an academic major in the area to be listed on the credential (see reverse side for acceptable majors)
- ☐ 7. An original letter, on letterhead and signed by a personnel officer from the out-of-state employer, verifying three or more years of full-time teaching experience in regionally-accredited schools applicable to the credential sought in California as follows:
  - ☐ a. Multiple Subject – letter must clearly state that the teaching experience was earned in a self-contained classroom
  - ☐ b. Single Subject – letter must clearly state the subject in which the teaching experience was earned
  - ☐ c. Education Specialist – letter must clearly state that teaching experience was earned in a special education classroom

The authenticity statement (see #9) can be included in this letter.

- ☐ 8. Rigorous performance evaluations from two different years of your out-of-state verified teaching experience. One evaluation can be from any year, the second must be from the last two years of your verified experience. The evaluations must cover the four areas listed on the reverse side of this form
- ☐ 9. An original letter, on letterhead and signed by a personnel officer from your out-of-state employer, verifying that the submitted evaluation forms are authentic copies from your personnel file. The experience verification (see #7) can be included in this letter.

**You will be eligible for a preliminary teaching credential on the basis of out-of-state teaching experience ONLY if you can verify items 1 through 9. You will still qualify for a preliminary credential under the route for teachers with less than three years of out-of-state teaching experience if you meet requirements 1 through 5.**

*(continued)*

## TERMS & DEFINITIONS

**Full-time Teaching Experience:** Full-time teaching experience is defined as at least 4 hours per day for 75% of a school year. No part-time or combination of teaching and other school employment will be accepted. All experience must be gained in regionally-accredited schools in states or U.S. Territories other than California. Out-of-country teaching experience is not acceptable under the experience routes.

**Private Schools:** Evidence of regional accreditation, such as the certificate or letter to the private school verifying regional accreditation, must be submitted with the application.

**Rigorous Performance Evaluations:** Evaluation ratings must be satisfactory or better. The teaching effectiveness areas on the performance evaluation must include, but are not limited to:

- 1) the use of teaching strategies that motivate all students to engage in the learning process,
- 2) the ability to establish and maintain high standards for student behavior,
- 3) a demonstration of deep knowledge of the subject being taught and the use of appropriate instruction strategies that promote student understanding, and
- 4) an ability to plan and implement a sequence of appropriate instructional activities.

If your evaluation lacks a required area(s), you may submit a letter verifying that the area was evaluated and your service was satisfactory or better. The letter must be on school district letterhead, signed by your principal or personnel officer in the school district where the evaluation took place.

**Academic Major:** Applicants for a Single Subject Teaching Credential based on out-of-state teaching experience must have a major in the field or in a closely related subject as follows:

**Agriculture:** agribusiness, animal science, crop science, dairy science, natural resources management, horticulture, or soil science

**Art:** art history or studio art

**Biological Science (Specialized)**

**Business:** accountancy, business administration, finance or marketing

**Chemistry (Specialized)**

**English:** composition or literature

**Foundational-Level Mathematics**

**Geosciences (Specialized)**

**Health Science:** health science or public health

**Home Economics:** foods, nutrition, child development, interior design or clothing

**Industrial and Technology Education:** industrial technology

**Languages Other Than English (specify):** French, German, Spanish, or any language other than English

**Mathematics:** Mathematics

**Music:** instrumental or vocal music

**Physical Education:** kinesiology or physical education

**Physics (Specialized)**

**Science: Biological Sciences:** biology, marine biology, anatomy or botany

**Science: Chemistry:** chemistry or biochemistry

**Science: Geoscience:** astronomy, earth science, ecology or geology

**Science: Physics:** physics

**Social Science:** geography, government, political science, or history. An applicant with a major in one of the disciplines of anthropology, economics, psychology or sociology may receive the credential in social science if he or she holds a minor in geography, government, political science or history. A minor is defined as 20 semester units obtained within the degree.